

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0205956	10. Budget Program Number 629-25171		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Consultant I -4041A4			
3. Division Family Services			12. Proposed Class Title			
4. Section Economic and Employment Services	For Use By Personnel	13. Allocation				
5. Unit Food Distribution		14. Effective Date				
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %	Office	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 4:30 AM/PM		17. Audit Date: By: Date: By:				
						Position Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
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Lori Slusser	Public Service Administrator III	02-05-00-009
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Lori Slusser	Public Service Administrator III	02-05-00-009
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee exercises judgment in day to day work, operating with minimal supervision. Sets own priorities for daily activities determining the most appropriate methods and procedures through use of experience and education.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
30%	<p>This position acts as a Specialist for one of the five commodity programs in the State. This position is responsible for all aspects of ordering, training, reporting, fiscal tracking and reviewing the programs to coordinate and implement service delivery. The program is TEFAP (The Emergency Food Assistance Program). Eventually after the successful candidate is fully trained and comfortable, they will switch job duties with the other PC I and learn their programs so the unit becomes more cross functional.</p> <p>Food Distribution</p> <p>TEFAP - Determines the ordering needs for the State based on historical data and funding availability. Orders in upwards of \$3 million in USDA commodities as they become available with USDA for TEFAP and SKFB programs. Ensures TEFAP has enough food to ship at least 4-6 shipments per year.</p> <p>Prepares the annual TEFAP shipping schedule for over 40 TEFAP drops. Prepares the monthly Proposed and Confirmed schedules for TEFAP deliveries to drop sites. Enters TEFAP full truckload size shipments on the online ordering system for monthly deliveries. Works with the coordinators and shipper to ensure smooth deliveries occur. Prepares manifest s and posters for monthly deliveries.</p> <p>Resolves conflicts between delivery sites and contracted service delivery company. Completes physical inventory of contracted warehouse quarterly. Responds to inquiries regarding policy and procedure within state and federal guidelines.</p>
30%	<p>Reporting and Records System</p> <p>Collects and follows up with monthly reports from the 15 TEFAP Areas. Collects and follows up with copies of signed manifests for all 15 Areas. Enters monthly report stats and households served stats into spreadsheets. Checks reimbursement requests submitted for accuracy. Tracks Federal Fiscal spending for the TEFAP/SKFB program for the Administrative dollars and Food dollars.</p>
30%	<p>Consultation/Field Reviews</p> <p>Works directly with DCF Regional Directors and/or staff in each of the distribution/service area offices and must be aware of and able to work with a variety of local organizations, each distribution/service area, and each participating organization/institution. Projects and Organizations to insure program policy and federal regulations are being met. TEFAP field reviews are conducted once every four years. Monitors and conducts follow-up on corrective actions the program sites may have. Complete reports regarding any program issues raised by USDA. Provides training and consultation to insure programs are operating correctly in the State. This position also shares responsibility for field reviews with the other PC I for the Soup Kitchen Food Bank (SKFB) program and the Charitable Institute Commodity Program (CICP) which are</p>

done once every four years.

10%

Special Projects

Assists in or completes special projects as assigned. Attends partnership meetings with other organizations as needed. May also attend annual ACDA National Conference.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- (☒) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
(☐) Plans, staffs, evaluates, and directs work of employees of a work unit.
(☐) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- (☐) Minimal property damage, minor injury, minor disruption of the flow of work.
(☐) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(☒) Major program failure, major property loss, or serious injury or incapacitation.
(☐) Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Verbal contact is made daily with other staff in the Food Distribution Unit. Regular contact is made with 200+ entities directly involved in food distribution programs such as elderly feeding sites and project heads, helping organizations, food banks, area coordinators, USDA staff, Area on Aging staff, and contracted warehouse staff. Frequent contact is made with other DCF staff, field staff, and other state agencies. Other contact is made with vendors, and DCF fiscal department.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Possible stress related to meeting deadlines for work products. Many beginning of the month deadlines. Occasional lifting of up to 40 lbs may be necessary for the assistance in distributing commodities.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

See Class Specifications

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities

Experience with WORD and EXCEL software including the ability to create forms, tables, spreadsheets , pivot tables, and be comfortable with the use of spreadsheet links.

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date